OPEN SYSTEMS® Accounting Software

Job Cost ODBC Report Applet User's Manual

PN/2210.JOO60

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Document Number 2210.JOO600

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Printed in U.S.A.

August 1998, Release 6.0

This document has been prepared to conform to the current release version of OPEN SYSTEMS Accounting Software. Because of our extensive development efforts and our desire to further improve and enhance the software, inconsistencies may exist between the software and the documentation in some instances. Call your customer support representative if you encounter an inconsistency.

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General Information

The OPEN SYSTEMS Accounting Software (OSAS™) product line consists of several accounting applications. Each application addresses a different phase of your financial operations; together, they form a powerful accounting solution to your daily and periodic accounting needs.

The ODBC Kit

The OSAS ODBC Kit provides users with a way to access their OSAS data through any ODBC-compliant productivity package. The ODBC Kit includes an ODBC driver for Windows, the data dictionaries for the OSAS data files, utilities for maintaining the data dictionaries and some sample reports in Microsoft® Excel, Microsoft Access® and Crystal Reports™ for Windows.

The Report Applets

Since the release of the ODBC Kit, OSAS users have been discovering the power of these popular productivity packages to analyze their accounting data. The Report Applets provide a series of pre-built Microsoft Excel PivotTables® to help you get the most from your accounting data.

These tables are provided for each of the major data files in each application. This manual includes instructions for loading and using these spreadsheets to sort and analyze your data. With a little practice, you can easily create similar PivotTables or modify the ones provided to customize them to your exact needs.

Job Cost Data Files

You use the Job Cost (JO) system to track jobs that incorporate goods and services. You might do these jobs for contractors, build-to-order manufacturers, and other businesses that need a specific task or a set of tasks to be done. Job Cost lends its tracking capabilities to other applications that track your financial condition: General Ledger, Accounts Payable, Accounts Receivable, Purchase Order, Sales Order, and Payroll.

Job Cost Data Files

The Job Cost Report Applet contains several spreadsheets that report information from the OSAS Job Cost data files. The PivotTables in the Job Cost Report Applet are based on these data files:

JOBSxxx

The Job Cost Master file serves as a database for job information: it provides information for other functions and applications, which in turn update it. Some of the information stored in the file includes job and phase descriptions, manager and customer IDs, summarized data for pieces, billings and costs, overhead calculation information, start and finish dates and contract amounts.

Data from the Job Cost Master file is used in the Job Cost Jobs Analysis (JOJOBS.XLS) PivotTable.

JOCDxxx

The Cost Detail file stores several kinds of information (and the numbers associated with that information), including cost code number, description, and short description, estimated billing, costs and quantities, and period-, year-, and job-to-date actual billings, costs and quantities.

This data is displayed on the Job Cost Code Detail (JOCSTCD.XLS) PivotTable.

JOHIxxx

The Job Cost Detail History file keeps a historical record of the transactions that affect your jobs and phases. The file stores transactions entered through Job Cost, as well as those posted to Job Cost from other applications, such as Accounts Receivable/Sales Order, Accounts Payable/Purchase Order and Payroll. Sales and purchasing transactions stored in the JOHIxxx file are displayed in the JO History Sales and Purchases (JOHIARAP.XLS) PivotTable. Transactions from Payroll are displayed in the JO History Payroll (JOHIPA.XLS) PivotTable.

Introduction to PivotTables

A Microsoft Excel PivotTable is an interactive table that quickly summarizes, or cross-tabulates, large amounts of data. You can rotate its rows and columns to see different summaries of the source data, filter the data by displaying different pages, or display the details for areas of interest.

A PivotTable contains fields, each of which summarizes multiple rows of information from the source data. By dragging a field button to another part of the PivotTable, you can view your data in different ways. For example, you can view any field either down the rows or across the columns.

The PivotTable summarizes data by using a summary function, such as Sum, Count, or Average. You can include subtotals and grand totals automatically, or use your own formulas by adding calculated fields and items.

In the Job Cost Report Applet, several PivotTables are provided based on the data in the OSAS data files. The PivotTable is updated through the ODBC driver.

The next section includes a tutorial for setting up and modifying PivotTables in Excel.

Creating Microsoft Excel PivotTables

Read this section for an exercise in creating a PivotTable using the ODBC Kit and Microsoft Excel 97. If you require more information about Microsoft Excel, consult the Microsoft Excel User's Guide or Online Help.

Before you can create this report, complete these tasks:

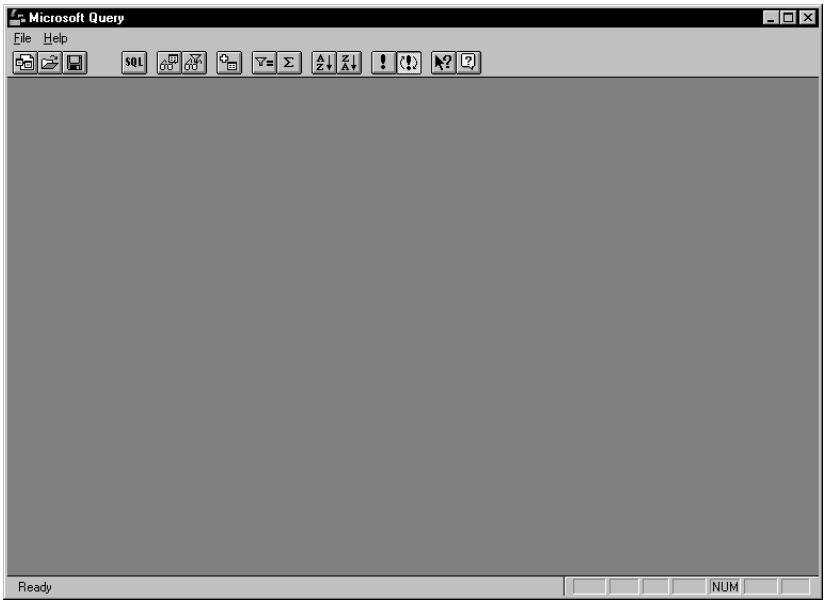
- Install and set up the ODBC Kit.
- Install and set up the BASIS ODBC drivers.
- Install Microsoft Excel 97 and Microsoft Query 97.

Note

This section includes instructions for using Microsoft Query with Microsoft Excel. If necessary, you can install Microsoft Query from the Microsoft Office 97 media. You may also need to create a shortcut to Query manually.

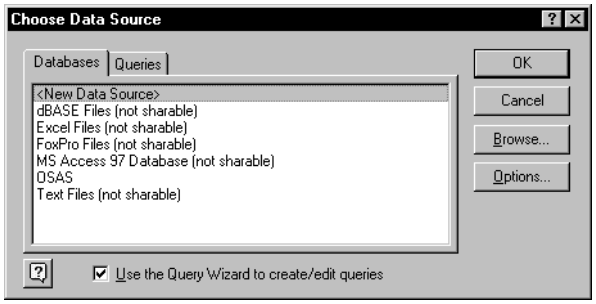
Building a Query For a PivotTable

1. Start Microsoft Query.



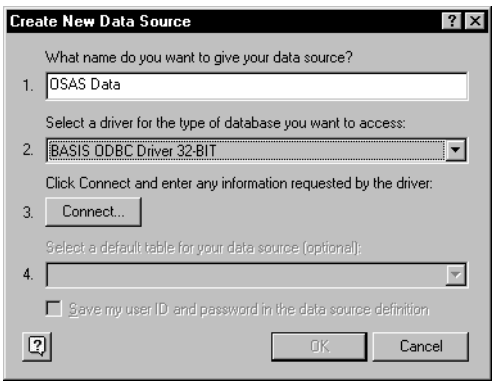
2. Under the **File** menu, select **New**.

   The Choose Data Source screen appears.



3. Select **<New Data Source>**, and click **OK**.

   The Create New Data Source screen appears.

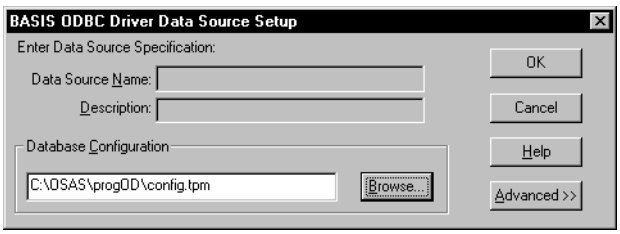

Create New Data Source
What name do you want to give your data source?
1.
OSAS Data
Select a driver for the type of database you want to access:
2.
BASIS ODBC Driver 32-BIT
Click Connect and enter any information requested by the driver:
3.
Connect...
Select a default table for your data source (optional):
4.
Save my user ID and password in the data source definition
OK
Cancel

4. Enter a name you want to give the data source in field 1. You can use the same source again.

5. Select the **BASIS ODBC Driver** in field 2.

6. Click **Connect**.

   The BASIS ODBC Driver Data Source Setup box appears.



7. Enter the file path and name of the CONFIG.TPM file you set up from within the OSAS ODBC software in the Database Configuration field, or select **Browse** and locate the file.

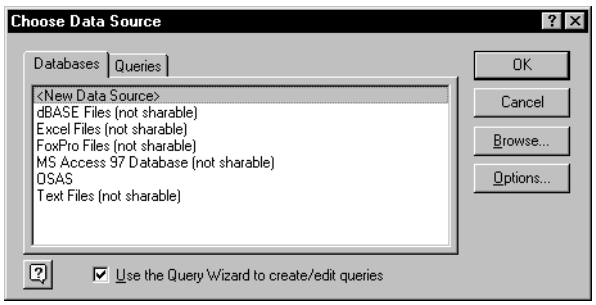
If you have already built the shadow dictionary, click on the **Advanced** button, and check the options for No Shadow Dictionary Consistency Check and Fast Connect to improve performance. See online help for additional information about the options that come with the **Advanced** button.

8. Click **OK** to connect to the data source.

   You are returned to the Create New Data Source screen.

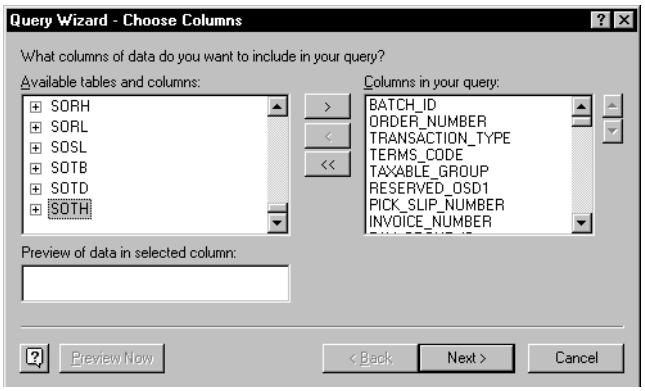
9. Select a table in field 4 if you want to select a default table source; otherwise, leave field 4 blank and select any table when you develop the query. (If you select a table, the list of tables always starts at that table; otherwise the list of tables starts at the beginning of the list.)

   The Choose Data Source box appears.



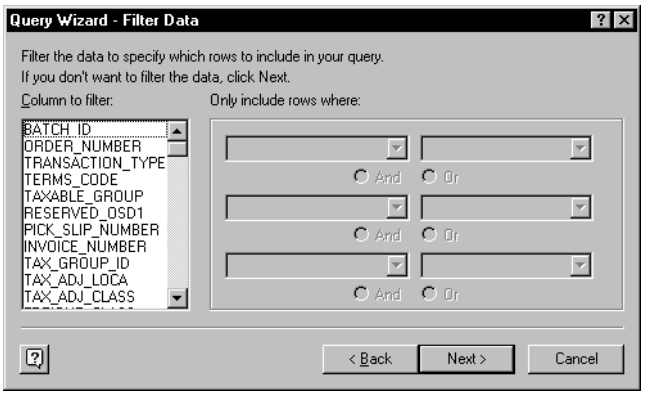
10. Select the data source you set up in the previous steps.

The Choose Columns screen appears.



11. Select a table you want to use in your Excel spreadsheet. For this example, start with one table and add a second table later. Select the SOTH table, select the columns for the spreadsheet, and click **Next >**.

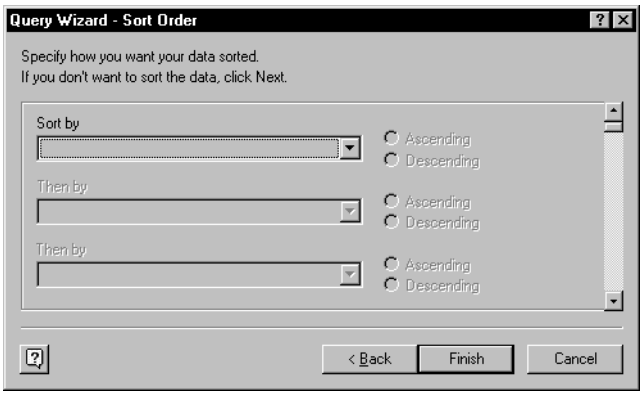
    The Filter Data box appears.



    Use the Filter Data dialog box to select specific records from the table. In most cases, you do not need to choose anything in the Filter Data dialog box. For example, to filter out credit memos, select the field named TRANSACTION_TYPE, select **does not equal**, and then enter **4** for a value. (TRANSACTION_TYPE 4 is a credit memo.)

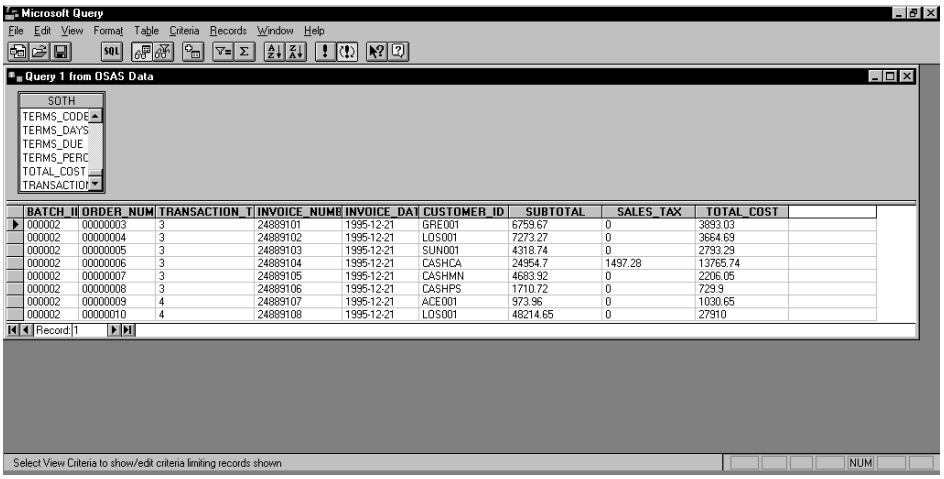
12. Click **Next >**.

    The Sort Order box appears.



    Use the Sort Order dialog box to select how the data is sorted. For example, select a field in Sort by and check Ascending or Descending. Select more fields and orders for hierarchical sorts. For now, don't enter any sort fields.

13. Click **Finish**. You are returned to the Microsoft Query screen.



The data in your query is displayed. You can delete columns by selecting a column and pressing the **Delete** key. You can also add a column by double-clicking on the field name (in the SOTH file).

Note

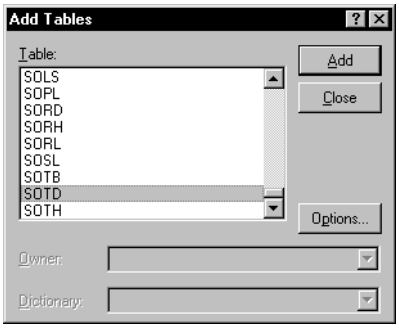
NOTE: You can also select which fields you want in your query in step 6 above. Instead of selecting the entire table, you can click the + box next to the table you want and select the given fields from the list.

14. Select the following fields:

    - BATCH_ID
    - ORDER_NUMBER
    - TRANSACTION_TYPE
    - INVOICE_NUMBER
    - INVOICE_DATE
    - CUSTOMER_ID
    - SUBTOTAL
    - SALES_TAX
    - TOTAL_COST

15. Select **Table** from the main menu, and choose **Add tables**.

    The Add Table dialog box appears.



16. A list of all the tables is displayed. Select the **SOTD** table, and click **Close**.

Joining Tables

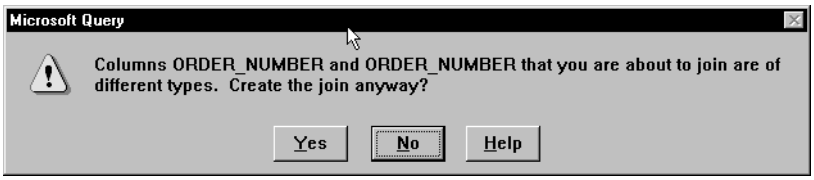
17. Locate BATCH_ID in the SOTD and SOTH tables; then click and hold the left mouse button down on BATCH_ID in the SOTH table

18. Drag the field over to the BATCH_ID field in the SOTD table and release the mouse button.

    A line appears between the two BATCH_ID fields, joining the two fields.

19. Follow steps 17 through 18 with the ORDER_NUMBER field.

    NOTE: You may get the following message. For now, click **Yes** to ignore the message and join the fields together.


Microsoft Query
Columns ORDER_NUMBER and ORDER_NUMBER that you are about to join are of different types. Create the join anyway?
Yes
No
Help

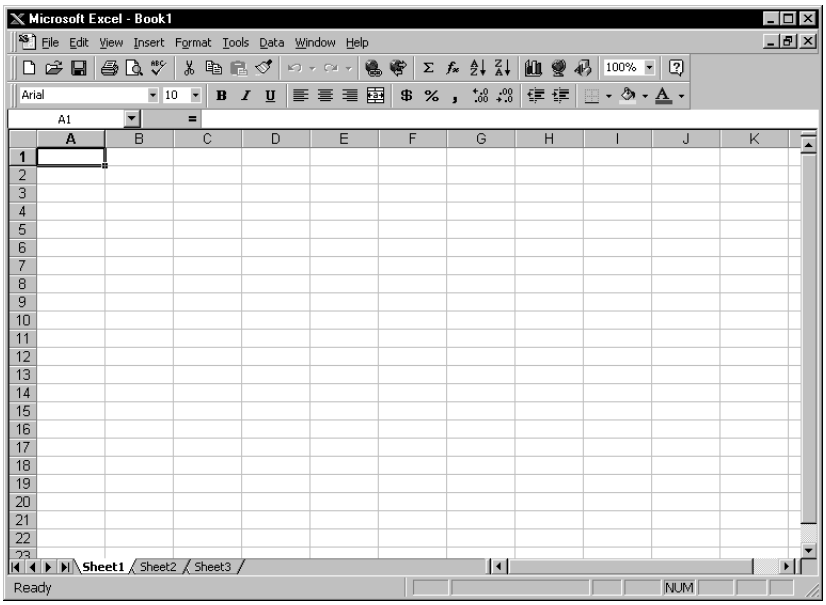
20. Select the following fields from the SOTD table:

    - ENTRY_NUMBER
    - UNIT_COST_COMPNT
    - UNIT_PRICE
    - ORDERED_QTY
    - SHIPPED_QTY_SELL
    - BACKORDERED_QTY.

21. Select **Save** from the **File** menu to save the query.

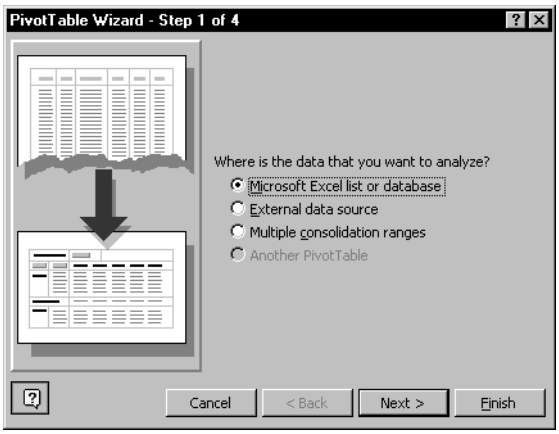
Using the Query in Microsoft Excel

1. Start Excel and open a new worksheet.



2. Select the **Data** menu; then select **PivotTable Report**.

The PivotTable Wizard appears.

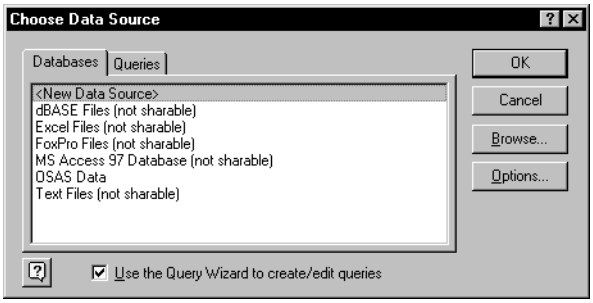


3. In step 1 of the Wizard, a list of options is displayed where you can choose your data source to be used in your PivotTable. Select **External Data Source**, and click **Next** >.

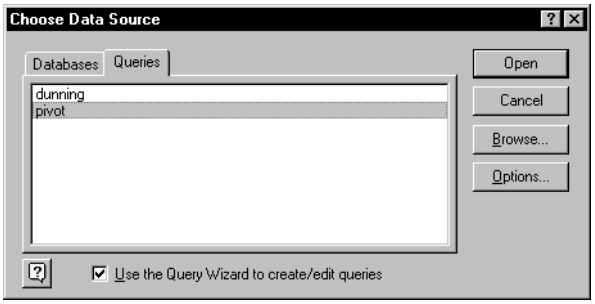
   The PivotTable Wizard Step 2 dialog box appears.

4. In step 2 of the Wizard, click **Get Data**.

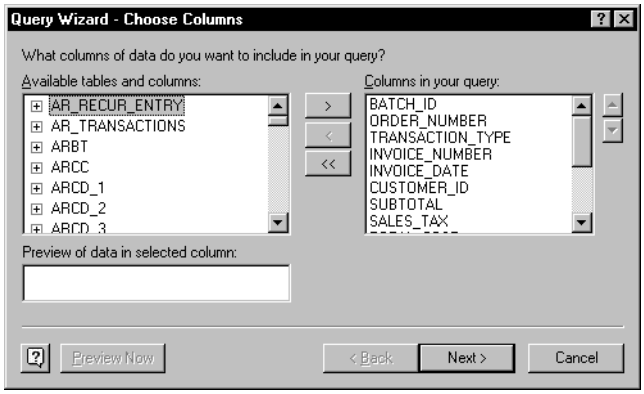
The Choose Data Source box from Microsoft Query appears.



5. Click the **Queries** tab, and select the query you saved under Microsoft Query.



The Choose Columns box under Query appears.



6. Click **Next >**. The query columns are displayed.

7. Click **Next >** to pass by **Filter Data** and **Sort Order** options.

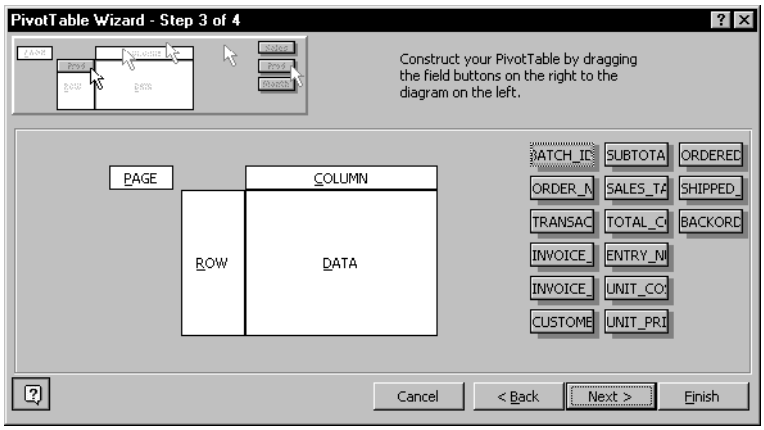
   The Query Wizard - Finish dialog box appears.

8. Select **Return Data to Microsoft Excel,** and click **Finish**.

   You are returned to the PivotTable Wizard Step 2 dialog box.

9. Click **Next >**.

The PivotTable Wizard Step 3 dialog box appears.

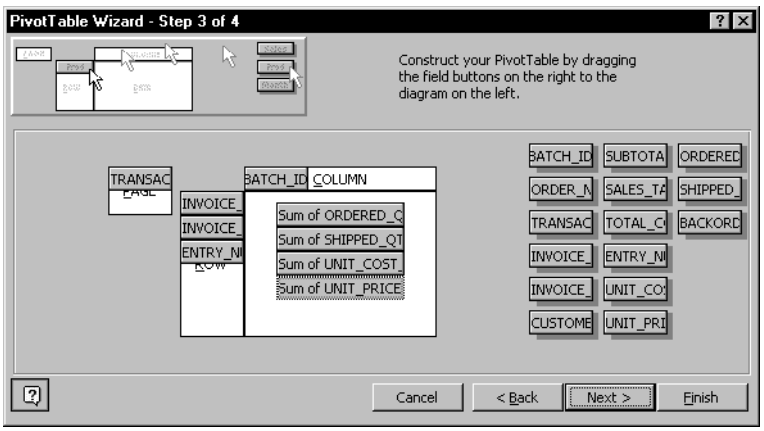


The selected fields and four areas—**Page**, **Row**, **Column**, and **Data**—to put fields are displayed. Drag and drop the fields to use in this report into the respective areas. (To display the full field name, hold the cursor on the button, and a tool tip displays the full field name.)

10. Drag and drop the following fields:

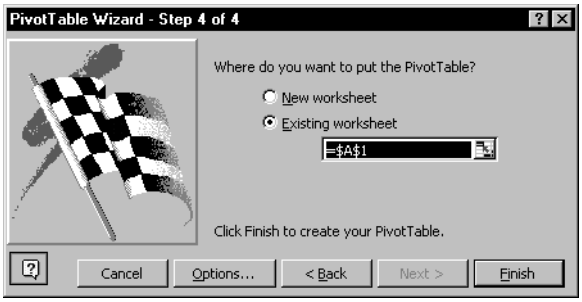
    - TRANSACTION_TYPE into **Page**
    - INVOICE_NUMBER, INVOICE_DATE, and ENTRY_NUM into **Row**
    - BATCH_ID into **Column**
    - ORDERED_QTY, SHIPPED_QTY_SELL, UNIT_COST_COMPNT and UNIT_PRICE into **Data**.

The fields are displayed on the screen. Numeric fields dropped into the Data section become summary fields.



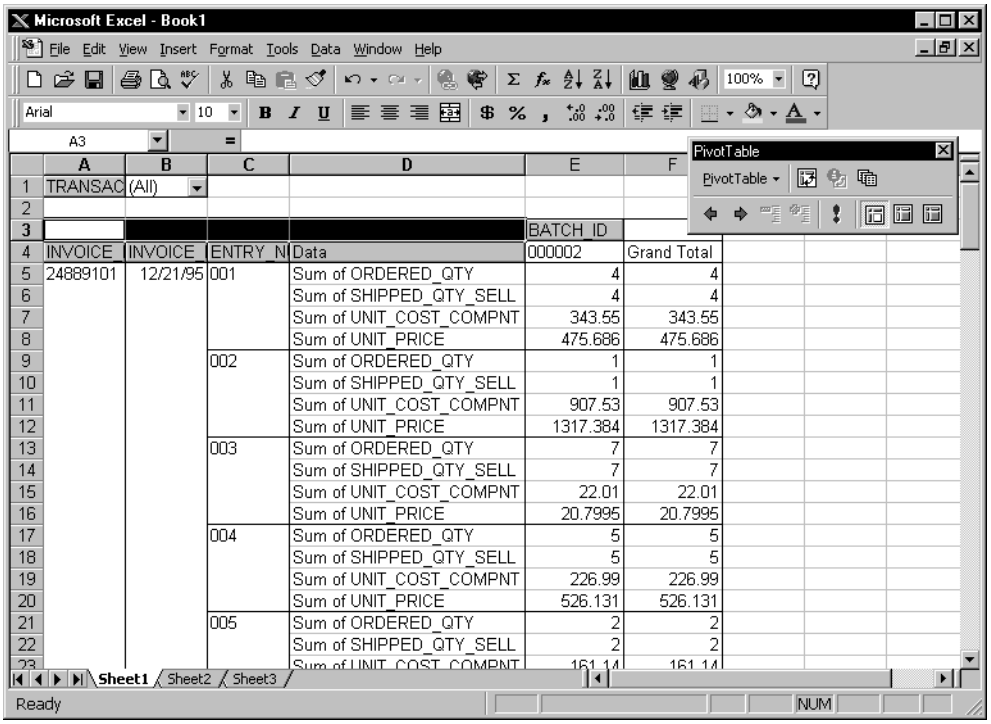
11. Click **Next** >.

    The PivotTable Wizard Step 4 dialog box appears.



12. The last step lets you create the PivotTable either in the existing worksheet or in a different worksheet. Accept the given options and click **Finish**.

The PivotTable is displayed.



	A	B	C	D	E	F
1	TRANSAC	(All)				
2						
3					BATCH_ID	
4	INVOICE_	INVOICE_	ENTRY_N	Data	000002	Grand Total
5	24889101	12/21/95	001	Sum of ORDERED_QTY	4	4
6				Sum of SHIPPED_QTY_SELL	4	4
7				Sum of UNIT_COST_COMPNT	343.55	343.55
8				Sum of UNIT_PRICE	475.686	475.686
9			002	Sum of ORDERED_QTY	1	1
10				Sum of SHIPPED_QTY_SELL	1	1
11				Sum of UNIT_COST_COMPNT	907.53	907.53
12				Sum of UNIT_PRICE	1317.384	1317.384
13			003	Sum of ORDERED_QTY	7	7
14				Sum of SHIPPED_QTY_SELL	7	7
15				Sum of UNIT_COST_COMPNT	22.01	22.01
16				Sum of UNIT_PRICE	20.7995	20.7995
17			004	Sum of ORDERED_QTY	5	5
18				Sum of SHIPPED_QTY_SELL	5	5
19				Sum of UNIT_COST_COMPNT	226.99	226.99
20				Sum of UNIT_PRICE	526.131	526.131
21			005	Sum of ORDERED_QTY	2	2
22				Sum of SHIPPED_QTY_SELL	2	2
23				Sum of UNIT_COST_COMPNT	161.14	161.14

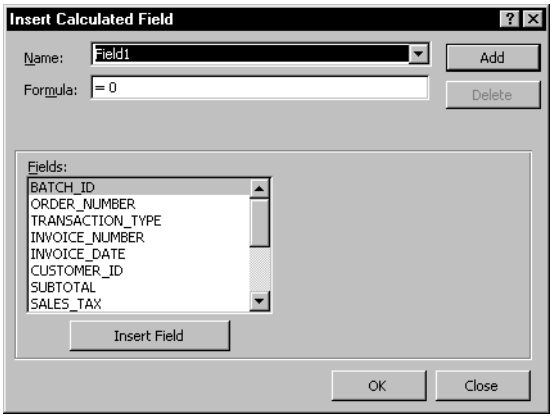
Highlight rows and columns to shift them around. To display only invoices, change Transaction Type from **All** to **3**. Change it to **4** and credit memos are displayed. Totals per type are also displayed.

Adding a Calculated Field

You can also add new fields, like profit, to the data area. To add profit to the data area, follow these steps:

1. Highlight the last row in your data area, **Sum of UNIT_PRICE**, right-click, and select **Insert**.

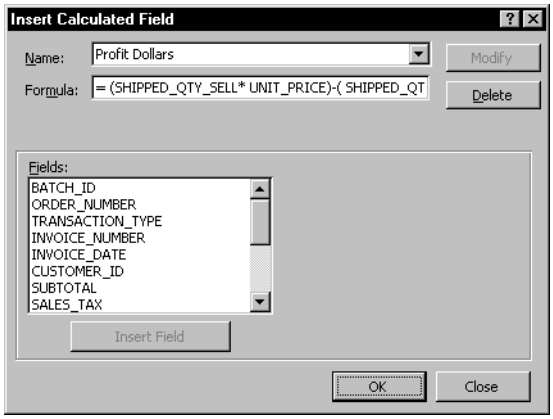
The Insert Calculated Field dialog box appears.



2. Enter the following information about the inserted field:

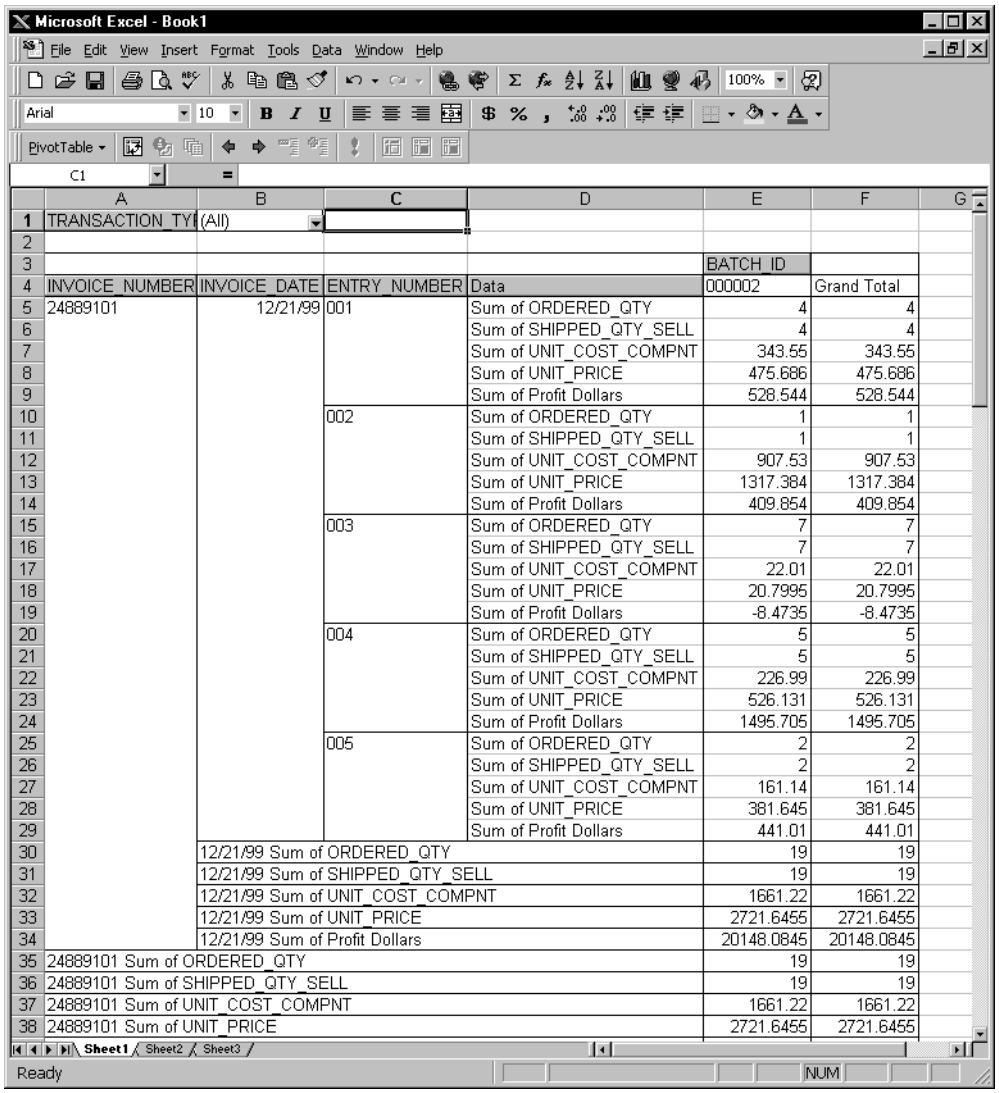
   - Enter **Profit Dollars** in the Name field.
   - Enter **=(SHIPPED_QTY_SELL* UNIT_PRICE) - (SHIPPED_QTY_SELL* UNIT_COST_COMPNT)** in the Formula field.

3. Click **Add**.



4. Click **OK**.

The PivotTable is displayed with the Sum of Profit Dollars field.



Microsoft Excel - Book1

File Edit View Insert Format Tools Data Window Help

Arial 10 B I U $ % ,

PivotTable

C1 =

	A	B	C	D	E	F	G
1	TRANSACTION_TYI	(All)					
2							
3					BATCH_ID		
4	INVOICE_NUMBER	INVOICE_DATE	ENTRY_NUMBER	Data	000002	Grand Total	
5	24889101	12/21/99	001	Sum of ORDERED_QTY	4	4	
6				Sum of SHIPPED_QTY_SELL	4	4	
7				Sum of UNIT_COST_COMPNT	343.55	343.55	
8				Sum of UNIT_PRICE	475.686	475.686	
9				Sum of Profit Dollars	528.544	528.544	
10			002	Sum of ORDERED_QTY	1	1	
11				Sum of SHIPPED_QTY_SELL	1	1	
12				Sum of UNIT_COST_COMPNT	907.53	907.53	
13				Sum of UNIT_PRICE	1317.384	1317.384	
14				Sum of Profit Dollars	409.854	409.854	
15			003	Sum of ORDERED_QTY	7	7	
16				Sum of SHIPPED_QTY_SELL	7	7	
17				Sum of UNIT_COST_COMPNT	22.01	22.01	
18				Sum of UNIT_PRICE	20.7995	20.7995	
19				Sum of Profit Dollars	-8.4735	-8.4735	
20			004	Sum of ORDERED_QTY	5	5	
21				Sum of SHIPPED_QTY_SELL	5	5	
22				Sum of UNIT_COST_COMPNT	226.99	226.99	
23				Sum of UNIT_PRICE	526.131	526.131	
24				Sum of Profit Dollars	1495.705	1495.705	
25			005	Sum of ORDERED_QTY	2	2	
26				Sum of SHIPPED_QTY_SELL	2	2	
27				Sum of UNIT_COST_COMPNT	161.14	161.14	
28				Sum of UNIT_PRICE	381.645	381.645	
29				Sum of Profit Dollars	441.01	441.01	
30		12/21/99 Sum of ORDERED_QTY			19	19	
31		12/21/99 Sum of SHIPPED_QTY_SELL			19	19	
32		12/21/99 Sum of UNIT_COST_COMPNT			1661.22	1661.22	
33		12/21/99 Sum of UNIT_PRICE			2721.6455	2721.6455	
34		12/21/99 Sum of Profit Dollars			20148.0845	20148.0845	
35	24889101 Sum of ORDERED_QTY				19	19	
36	24889101 Sum of SHIPPED_QTY_SELL				19	19	
37	24889101 Sum of UNIT_COST_COMPNT				1661.22	1661.22	
38	24889101 Sum of UNIT_PRICE				2721.6455	2721.6455	

Sheet1 Sheet2 Sheet3

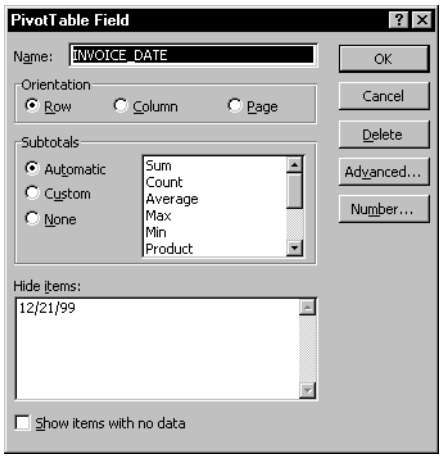
Ready NUM

Changing Field Properties

You can also change the properties of the fields in the table. For example, to remove the subtotals from the INVOICE_DATE field:

1. Place your mouse cursor on the INVOICE_DATE column heading, right-click and select **Field...** from the menu.

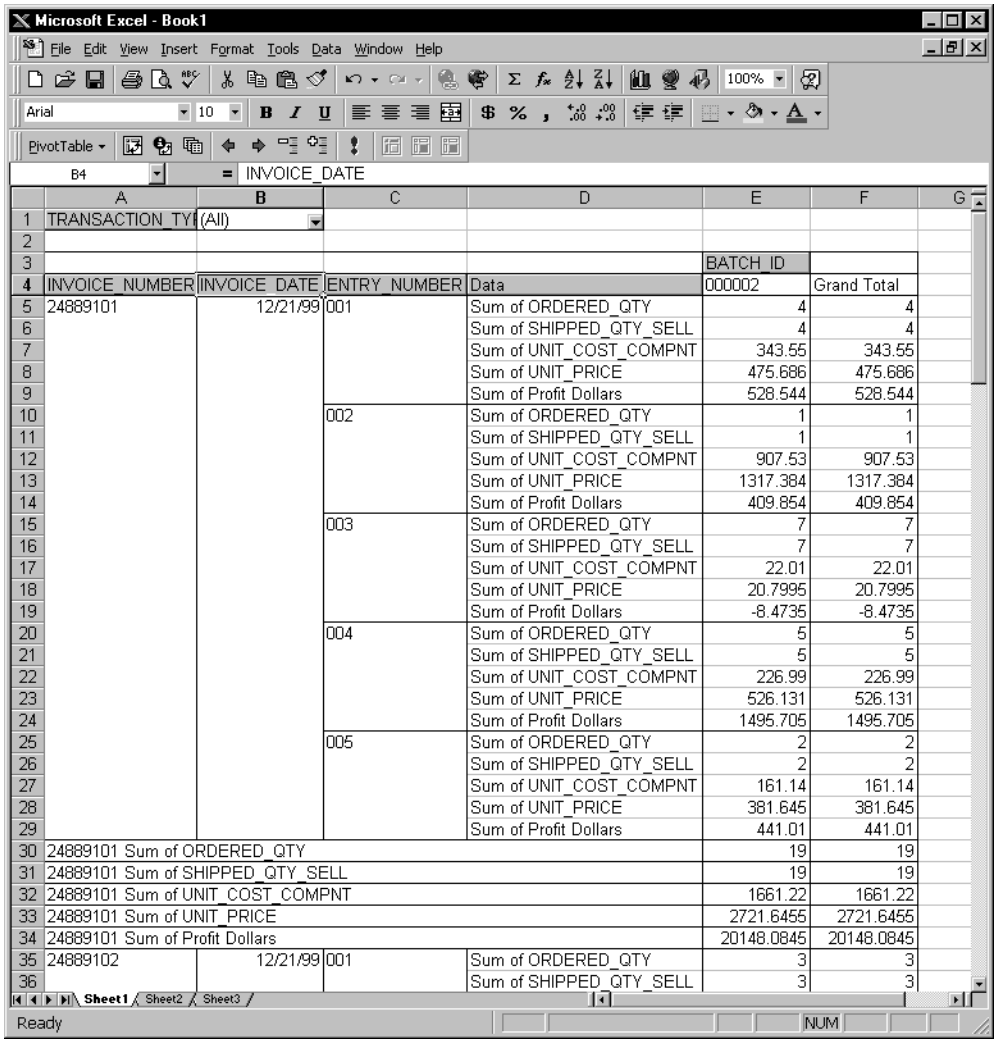
   The PivotTable Field dialog box appears:



   You can use the PivotTable Field dialog box to change the field name, its orientation on the PivotTable, its display mask, subtotalling options and so on.

2. To shut of the subtotals, select **None** under Subtotals and click OK.

The PivotTable is redisplayed reflecting your changes:



Microsoft Excel - Book1

File Edit View Insert Format Tools Data Window Help

PivotTable

B4 = INVOICE_DATE

	A	B	C	D	E	F	G
1	TRANSACTION_TYI	(All)					
2							
3					BATCH_ID		
4	INVOICE_NUMBER	INVOICE_DATE	ENTRY_NUMBER	Data	000002	Grand Total	
5	24889101	12/21/99	001	Sum of ORDERED_QTY	4	4	
6				Sum of SHIPPED_QTY_SELL	4	4	
7				Sum of UNIT_COST_COMPNT	343.55	343.55	
8				Sum of UNIT_PRICE	475.686	475.686	
9				Sum of Profit Dollars	528.544	528.544	
10			002	Sum of ORDERED_QTY	1	1	
11				Sum of SHIPPED_QTY_SELL	1	1	
12				Sum of UNIT_COST_COMPNT	907.53	907.53	
13				Sum of UNIT_PRICE	1317.384	1317.384	
14				Sum of Profit Dollars	409.854	409.854	
15			003	Sum of ORDERED_QTY	7	7	
16				Sum of SHIPPED_QTY_SELL	7	7	
17				Sum of UNIT_COST_COMPNT	22.01	22.01	
18				Sum of UNIT_PRICE	20.7995	20.7995	
19				Sum of Profit Dollars	-8.4735	-8.4735	
20			004	Sum of ORDERED_QTY	5	5	
21				Sum of SHIPPED_QTY_SELL	5	5	
22				Sum of UNIT_COST_COMPNT	226.99	226.99	
23				Sum of UNIT_PRICE	526.131	526.131	
24				Sum of Profit Dollars	1495.705	1495.705	
25			005	Sum of ORDERED_QTY	2	2	
26				Sum of SHIPPED_QTY_SELL	2	2	
27				Sum of UNIT_COST_COMPNT	161.14	161.14	
28				Sum of UNIT_PRICE	381.645	381.645	
29				Sum of Profit Dollars	441.01	441.01	
30	24889101 Sum of ORDERED_QTY				19	19	
31	24889101 Sum of SHIPPED_QTY_SELL				19	19	
32	24889101 Sum of UNIT_COST_COMPNT				1661.22	1661.22	
33	24889101 Sum of UNIT_PRICE				2721.6455	2721.6455	
34	24889101 Sum of Profit Dollars				20148.0845	20148.0845	
35	24889102	12/21/99	001	Sum of ORDERED_QTY	3	3	
36				Sum of SHIPPED_QTY_SELL	3	3	

Sheet1 Sheet2 Sheet3

Ready NUM

Moving Fields and Sorting Data

You can dramatically change the appearance of the table by moving the fields around. Fields appear on the PivotTable as gray blocks with the field name on them. To move any field, simply drag it to a new destination.

You can change your PivotTable by moving fields in these ways:

Changing the Selection Fields

If you want to be able to limit the data in the table, you can make any field in the table part of the selection criteria by moving it to the Page area.

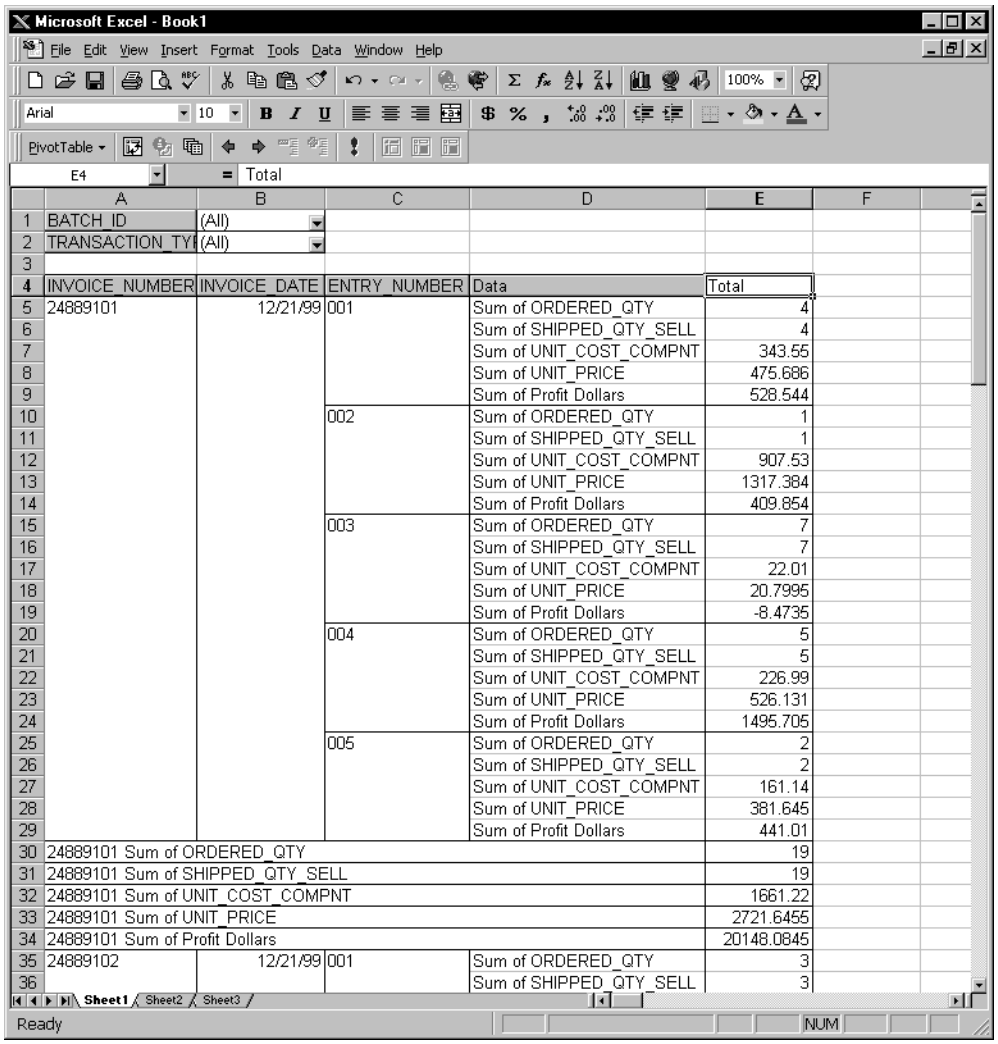
For example, to select a specific batch for this table rather than displaying all the batches across the table columns as they are in our sample table, follow these steps:

1. Position the mouse cursor over the BATCH_ID field, press and hold the left mouse button.

   As you drag the BATCH_ID field around the table, the cursor changes to show where you can drop it. If the cursor looks like a block with an *X* over it, you will remove the field from the table by dropping it there.

2. Drag the BATCH_ID field to the left of the TRANSACTION_TYPE field and drop it there.

The change appears immediately:



Microsoft Excel - Book1

File Edit View Insert Format Tools Data Window Help

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PivotTable

E4 = Total

	A	B	C	D	E	F
1	BATCH_ID	(All)				
2	TRANSACTION_TYI	(All)				
3						
4	INVOICE_NUMBER	INVOICE_DATE	ENTRY_NUMBER	Data	Total	
5	24889101	12/21/99	001	Sum of ORDERED_QTY	4	
6				Sum of SHIPPED_QTY_SELL	4	
7				Sum of UNIT_COST_COMPNT	343.55	
8				Sum of UNIT_PRICE	475.686	
9				Sum of Profit Dollars	528.544	
10			002	Sum of ORDERED_QTY	1	
11				Sum of SHIPPED_QTY_SELL	1	
12				Sum of UNIT_COST_COMPNT	907.53	
13				Sum of UNIT_PRICE	1317.384	
14				Sum of Profit Dollars	409.854	
15			003	Sum of ORDERED_QTY	7	
16				Sum of SHIPPED_QTY_SELL	7	
17				Sum of UNIT_COST_COMPNT	22.01	
18				Sum of UNIT_PRICE	20.7995	
19				Sum of Profit Dollars	-8.4735	
20			004	Sum of ORDERED_QTY	5	
21				Sum of SHIPPED_QTY_SELL	5	
22				Sum of UNIT_COST_COMPNT	226.99	
23				Sum of UNIT_PRICE	526.131	
24				Sum of Profit Dollars	1495.705	
25			005	Sum of ORDERED_QTY	2	
26				Sum of SHIPPED_QTY_SELL	2	
27				Sum of UNIT_COST_COMPNT	161.14	
28				Sum of UNIT_PRICE	381.645	
29				Sum of Profit Dollars	441.01	
30	24889101 Sum of ORDERED_QTY				19	
31	24889101 Sum of SHIPPED_QTY_SELL				19	
32	24889101 Sum of UNIT_COST_COMPNT				1661.22	
33	24889101 Sum of UNIT_PRICE				2721.6455	
34	24889101 Sum of Profit Dollars				20148.0845	
35	24889102	12/21/99	001	Sum of ORDERED_QTY	3	
36				Sum of SHIPPED_QTY_SELL	3	

Sheet1 Sheet2 Sheet3

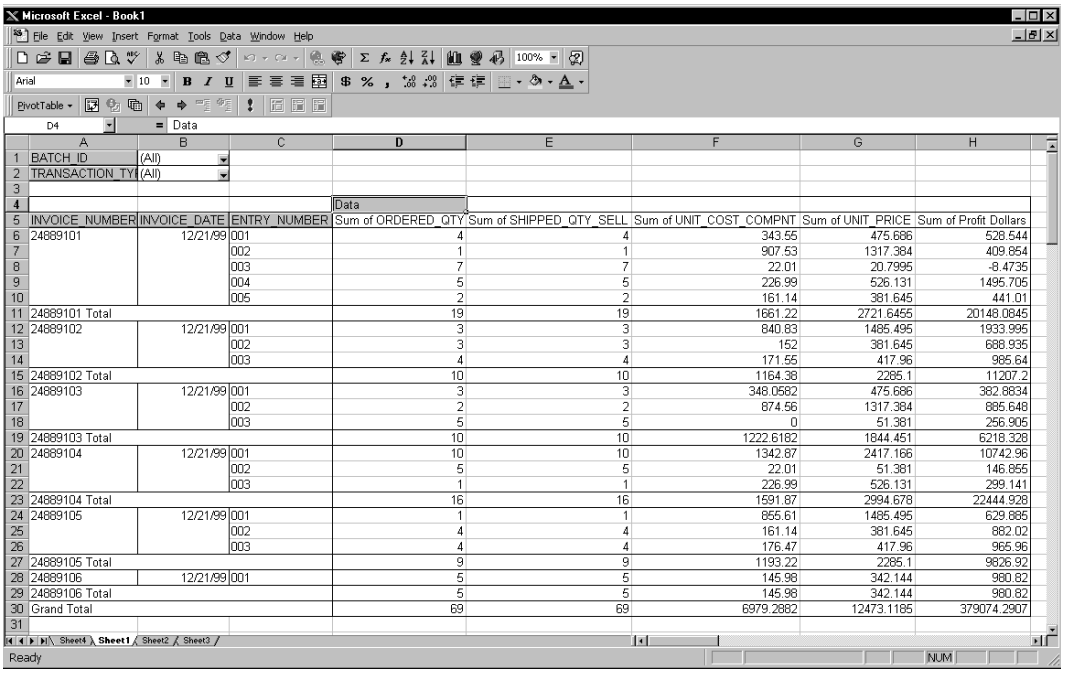
Ready NUM

Changing the Column Data

You can change the data that appears in the columns in the table by dragging the fields or data block to the column heading area.

For example, to show the quantity, price, cost and profit information in our table across the columns instead of in the data block as they now appear, drag the **Data** field above the **Total** column heading and drop it there.

The change appears immediately:



Microsoft Excel - Book1

	A	B	C	D	E	F	G	H
1	BATCH_ID	(All)						
2	TRANSACTION_TY	(All)						
3								
4				Data				
5	INVOICE_NUMBER	INVOICE_DATE	ENTRY_NUMBER	Sum of ORDERED_QTY	Sum of SHIPPED_QTY_SELL	Sum of UNIT_COST_COMPNT	Sum of UNIT_PRICE	Sum of Profit Dollars
6	24889101	12/21/99	001	4	4	343.55	475.686	528.544
7			002	1	1	907.53	1317.384	409.854
8			003	7	7	22.01	20.7995	-8.4735
9			004	5	5	226.99	526.131	1495.705
10			005	2	2	161.14	381.645	441.01
11	24889101 Total			19	19	1661.22	2721.6455	20148.0845
12	24889102	12/21/99	001	3	3	840.83	1485.495	1933.995
13			002	3	3	152	381.645	688.935
14			003	4	4	171.55	417.96	985.64
15	24889102 Total			10	10	1164.38	2285.1	11207.2
16	24889103	12/21/99	001	3	3	348.0582	475.686	382.8834
17			002	2	2	874.56	1317.384	885.648
18			003	5	5	0	51.381	256.905
19	24889103 Total			10	10	1222.6182	1844.451	6218.328
20	24889104	12/21/99	001	10	10	1342.87	2417.166	10742.96
21			002	5	5	22.01	51.381	146.855
22			003	1	1	226.99	526.131	299.141
23	24889104 Total			16	16	1591.87	2994.678	22444.928
24	24889105	12/21/99	001	1	1	855.61	1485.495	629.885
25			002	4	4	161.14	381.645	882.02
26			003	4	4	176.47	417.96	965.96
27	24889105 Total			9	9	1193.22	2285.1	9826.92
28	24889106	12/21/99	001	5	5	145.98	342.144	980.82
29	24889106 Total			5	5	145.98	342.144	980.82
30	Grand Total			69	69	6979.2882	12473.1185	379074.2907
31								

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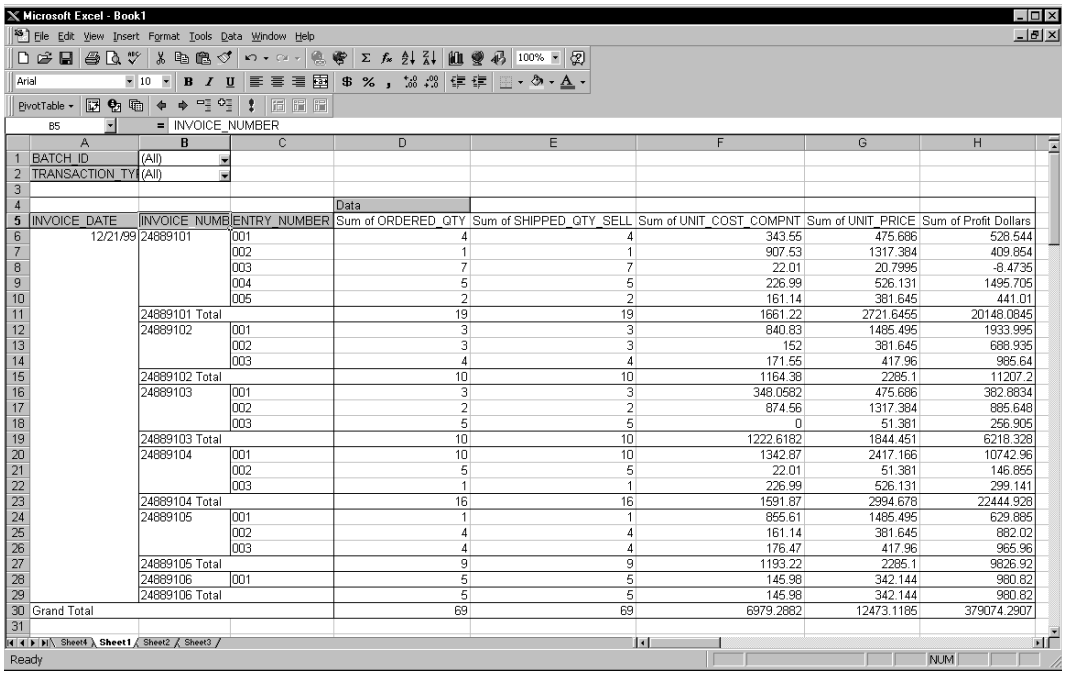
Ready NUM

Changing the Data Sort

To change the order in which the data is displayed, you can simply change the Row fields around.

For example, our PivotTable is sorted by Invoice Number. To sort it by Invoice Date instead, click and drag the INVOICE_DATE field to the left of the INVOICE_NUMBER field.

The data is sorted by Invoice Date and is redisplayed:



Microsoft Excel - Book1

File Edit View Insert Format Tools Data Window Help

B5 = INVOICE_NUMBER

	A	B	C	D	E	F	G	H
1	BATCH_ID	(All)						
2	TRANSACTION_TYI	(All)						
3								
4				Data				
5	INVOICE_DATE	INVOICE_NUMB	ENTRY_NUMBER	Sum of ORDERED_QTY	Sum of SHIPPED_QTY_SELL	Sum of UNIT_COST_COMPNT	Sum of UNIT_PRICE	Sum of Profit Dollars
6	12/21/99	24889101	001	4	4	343.55	475.686	528.544
7			002	1	1	907.53	1317.384	409.854
8			003	7	7	22.01	20.7995	-8.4735
9			004	5	5	226.99	526.131	1495.705
10			005	2	2	161.14	381.645	441.01
11		24889101 Total		19	19	1661.22	2721.6455	20148.0845
12		24889102	001	3	3	840.83	1485.495	1933.995
13			002	3	3	152	381.645	688.935
14			003	4	4	171.55	417.96	985.64
15		24889102 Total		10	10	1164.38	2285.1	11207.2
16		24889103	001	3	3	348.0582	475.686	382.8834
17			002	2	2	874.56	1317.384	885.648
18			003	5	5	0	51.381	256.905
19		24889103 Total		10	10	1222.6182	1844.451	6218.328
20		24889104	001	10	10	1342.87	2417.166	10742.96
21			002	5	5	22.01	51.381	146.855
22			003	1	1	226.99	526.131	299.141
23		24889104 Total		16	16	1591.87	2994.678	22444.928
24		24889105	001	1	1	855.61	1485.495	629.885
25			002	4	4	161.14	381.645	882.02
26			003	4	4	176.47	417.96	965.96
27		24889105 Total		9	9	1193.22	2285.1	9826.92
28		24889106	001	5	5	145.98	342.144	980.82
29		24889106 Total		5	5	145.98	342.144	980.82
30	Grand Total			69	69	6979.2682	12473.1185	379074.2907
31								

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Ready NUM

You can also drag the selection fields from the Page area to the Row area to sort the data by those fields.

More About Using PivotTables

Feel free to experiment with the orientation of the fields on this sample report. As you become more familiar with the tables and how to use them, you can enjoy the benefits of viewing your data in new and different ways.

For more information about PivotTables, see the Microsoft Excel documentation or online help.

Installation 2

You can put the Job Cost ODBC Report Applet on your system by installing it through Resource Manager. The installation process is described in this section.

The Job Cost Report Applet needs a minimum of 90 kilobytes (90KB) for installation. You must also have installed Job Cost and the ODBC Kit on your system, and the ODBC drivers on the Windows workstation.

Installing the Report Applet

Use the Install Application function on the Resource Manager Installation menu to install the report applet. You must install the Job Cost application before you install this report applet.

The installation will treat the report applet as though you are reinstalling Job Cost. This is normal behavior.

When you install the report applet, Resource Manager copies the PivotTables to the directory where your Job Cost programs are stored. You must have access to this directory from your Windows machine to access the tables in Microsoft Excel.

The CONFIG.TPM File

When you install the ODBC Kit, you specify the location of the data files and data dictionaries in a file called CONFIG.TPM. You can build this file using the ODBC Kit functions. You can store this file in any directory, but the report applets expect the file to be located in the C:\WINDOWS directory.

If your CONFIG.TPM file is stored in a different directory, you have three choices for using the PivotTables supplied with the report applet:

1. Move the CONFIG.TPM file to the C:\WINDOWS directory and change any Data Sources you have set up and any ODBC reports or spreadsheets you have already set up to use the CONFIG.TPM in its new location.

2. Copy the CONFIG.TPM file to the C:\WINDOWS directory and leave a copy in its current location. You do not need to change any Data Sources or reports you have set up, but you need to make any changes in both files.

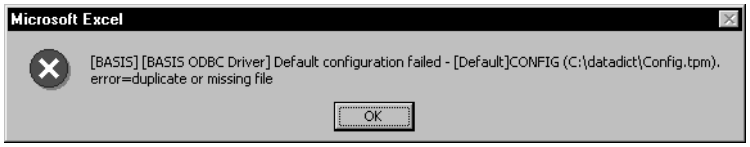
3. Change the PivotTables provided with this report applet to use the CONFIG.TPM file in its current location. You can find instructions for doing this below.

If you choose methods 1 or 2 above, you can load the PivotTables in Microsoft Excel and begin using them with your data by using the Refresh Data command in Excel.

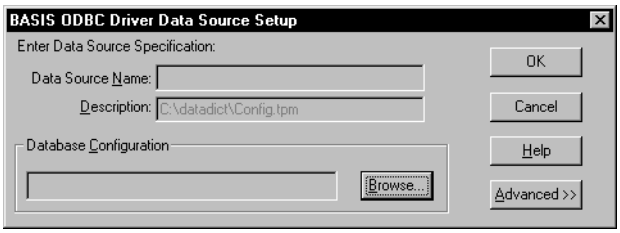
If you choose option 3, follow the instructions below to point the PivotTable to the correct CONFIG.TPM file.

Using a Different CONFIG.TPM

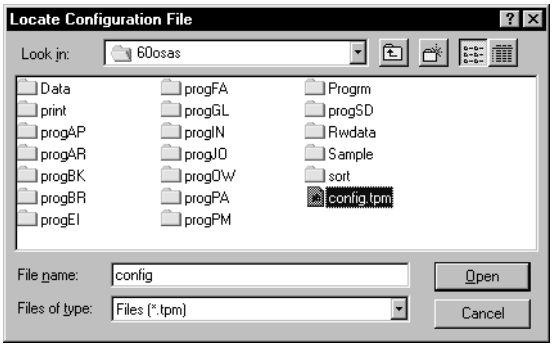
If you store your CONFIG.TPM file in a location other than the C:\WINDOWS directory, you will see this message when you attempt to refresh the data in any PivotTable included with this report applet:


Microsoft Excel
[BASIS] [BASIS ODBC Driver] Default configuration failed - [Default]CONFIG (C:\datadict\Config.tpm). error=duplicate or missing file
OK

When you click on OK, the BASIS ODBC Driver Data Source Setup dialog box appears:



To specify the location of your CONFIG.TPM file, click Browse and select the file from the location screen:



When you select the file, the final dialog appears:

When you click on OK, the PivotTable is updated with your accounting data.

Report Applet PivotTables

Use the descriptions of the PivotTables in chapter 3 to work with your accounting data.

Job Cost PivotTables 3

Job Cost Code Detail	3-3
JO History Sales and Purchases	3-5
JO History Payroll	3-7
Job Cost Jobs Analysis	3-9

Job Cost Code Detail

File Name

JOCOSTCD.XLS

Description

The Job Cost Code Detail PivotTable uses the data in the Cost Detail (JOCDx) file to display the estimated and actual costs for the jobs and phases you choose.

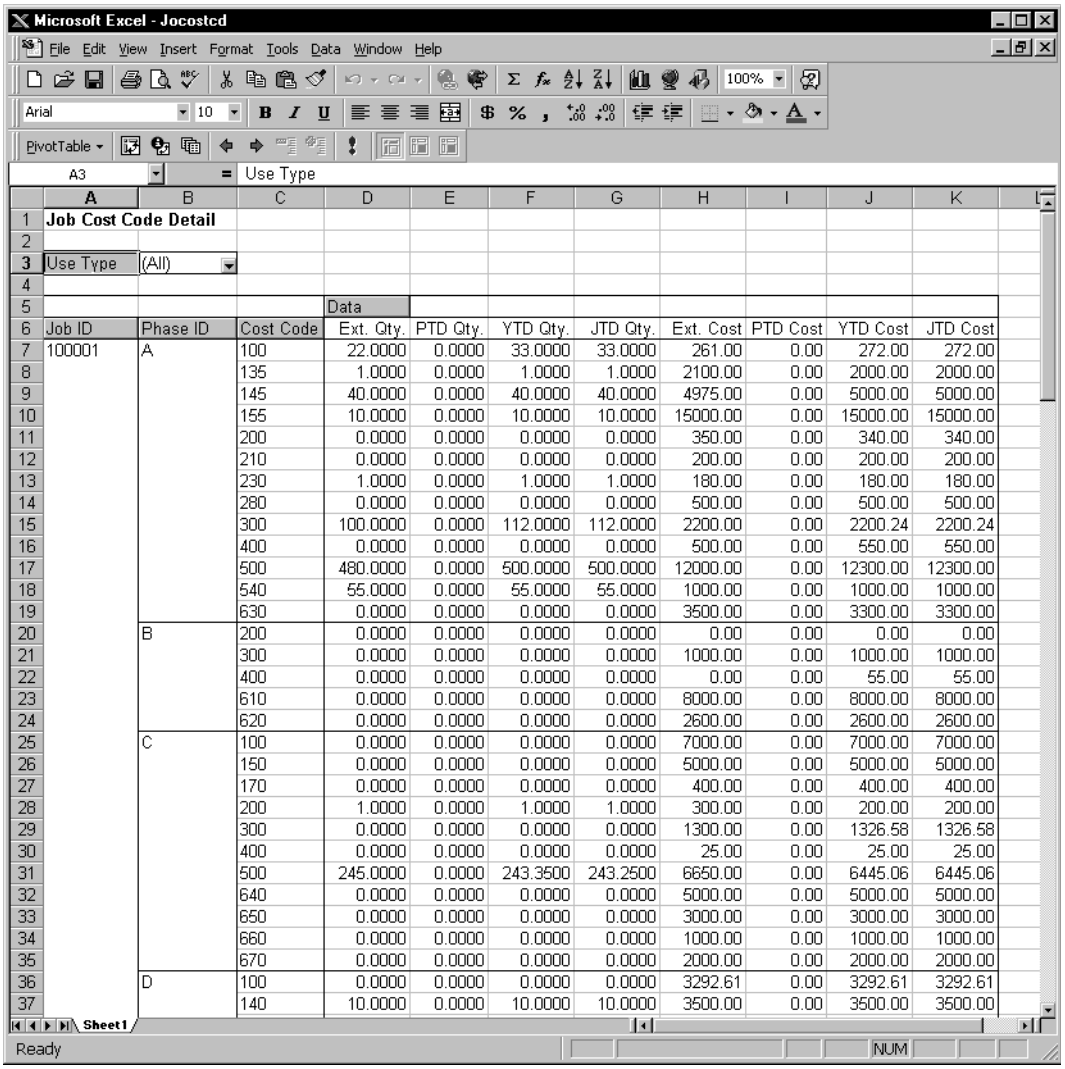
The report is sorted by Job ID, Phase ID and Cost Code, but you can easily change the sort order, or add Use Type to the sort.

You can use this PivotTable to review and analyze the estimated and actual cost performance on each of your jobs and phases.

Active Fields

Default Field Type	Field
Page	Use Type
Row	Job ID Phase ID Cost Code
Column	Extended Quantity Period-, Year- and Job-to-Date Quantities Period-, Year- and Job-to-Date Costs

Job Cost Code Detail PivotTable Sample



Microsoft Excel - Jocostcd

File Edit View Insert Format Tools Data Window Help

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PivotTable

A3 = Use Type

	A	B	C	D	E	F	G	H	I	J	K
1	**Job Cost Code Detail**										
2											
3	Use Type	(All)									
4											
5				Data							
6	Job ID	Phase ID	Cost Code	Ext. Qty.	PTD Qty.	YTD Qty.	JTD Qty.	Ext. Cost	PTD Cost	YTD Cost	JTD Cost
7	100001	A	100	22.0000	0.0000	33.0000	33.0000	261.00	0.00	272.00	272.00
8			135	1.0000	0.0000	1.0000	1.0000	2100.00	0.00	2000.00	2000.00
9			145	40.0000	0.0000	40.0000	40.0000	4975.00	0.00	5000.00	5000.00
10			155	10.0000	0.0000	10.0000	10.0000	15000.00	0.00	15000.00	15000.00
11			200	0.0000	0.0000	0.0000	0.0000	350.00	0.00	340.00	340.00
12			210	0.0000	0.0000	0.0000	0.0000	200.00	0.00	200.00	200.00
13			230	1.0000	0.0000	1.0000	1.0000	180.00	0.00	180.00	180.00
14			280	0.0000	0.0000	0.0000	0.0000	500.00	0.00	500.00	500.00
15			300	100.0000	0.0000	112.0000	112.0000	2200.00	0.00	2200.24	2200.24
16			400	0.0000	0.0000	0.0000	0.0000	500.00	0.00	550.00	550.00
17			500	480.0000	0.0000	500.0000	500.0000	12000.00	0.00	12300.00	12300.00
18			540	55.0000	0.0000	55.0000	55.0000	1000.00	0.00	1000.00	1000.00
19			630	0.0000	0.0000	0.0000	0.0000	3500.00	0.00	3300.00	3300.00
20		B	200	0.0000	0.0000	0.0000	0.0000	0.00	0.00	0.00	0.00
21			300	0.0000	0.0000	0.0000	0.0000	1000.00	0.00	1000.00	1000.00
22			400	0.0000	0.0000	0.0000	0.0000	0.00	0.00	55.00	55.00
23			610	0.0000	0.0000	0.0000	0.0000	8000.00	0.00	8000.00	8000.00
24			620	0.0000	0.0000	0.0000	0.0000	2600.00	0.00	2600.00	2600.00
25		C	100	0.0000	0.0000	0.0000	0.0000	7000.00	0.00	7000.00	7000.00
26			150	0.0000	0.0000	0.0000	0.0000	5000.00	0.00	5000.00	5000.00
27			170	0.0000	0.0000	0.0000	0.0000	400.00	0.00	400.00	400.00
28			200	1.0000	0.0000	1.0000	1.0000	300.00	0.00	200.00	200.00
29			300	0.0000	0.0000	0.0000	0.0000	1300.00	0.00	1326.58	1326.58
30			400	0.0000	0.0000	0.0000	0.0000	25.00	0.00	25.00	25.00
31			500	245.0000	0.0000	243.3500	243.2500	6650.00	0.00	6445.06	6445.06
32			640	0.0000	0.0000	0.0000	0.0000	5000.00	0.00	5000.00	5000.00
33			650	0.0000	0.0000	0.0000	0.0000	3000.00	0.00	3000.00	3000.00
34			660	0.0000	0.0000	0.0000	0.0000	1000.00	0.00	1000.00	1000.00
35			670	0.0000	0.0000	0.0000	0.0000	2000.00	0.00	2000.00	2000.00
36		D	100	0.0000	0.0000	0.0000	0.0000	3292.61	0.00	3292.61	3292.61
37			140	10.0000	0.0000	10.0000	10.0000	3500.00	0.00	3500.00	3500.00

Sheet1

Ready NUM

JO History Sales and Purchases

File Name

JOHIARAP.XLS

Description

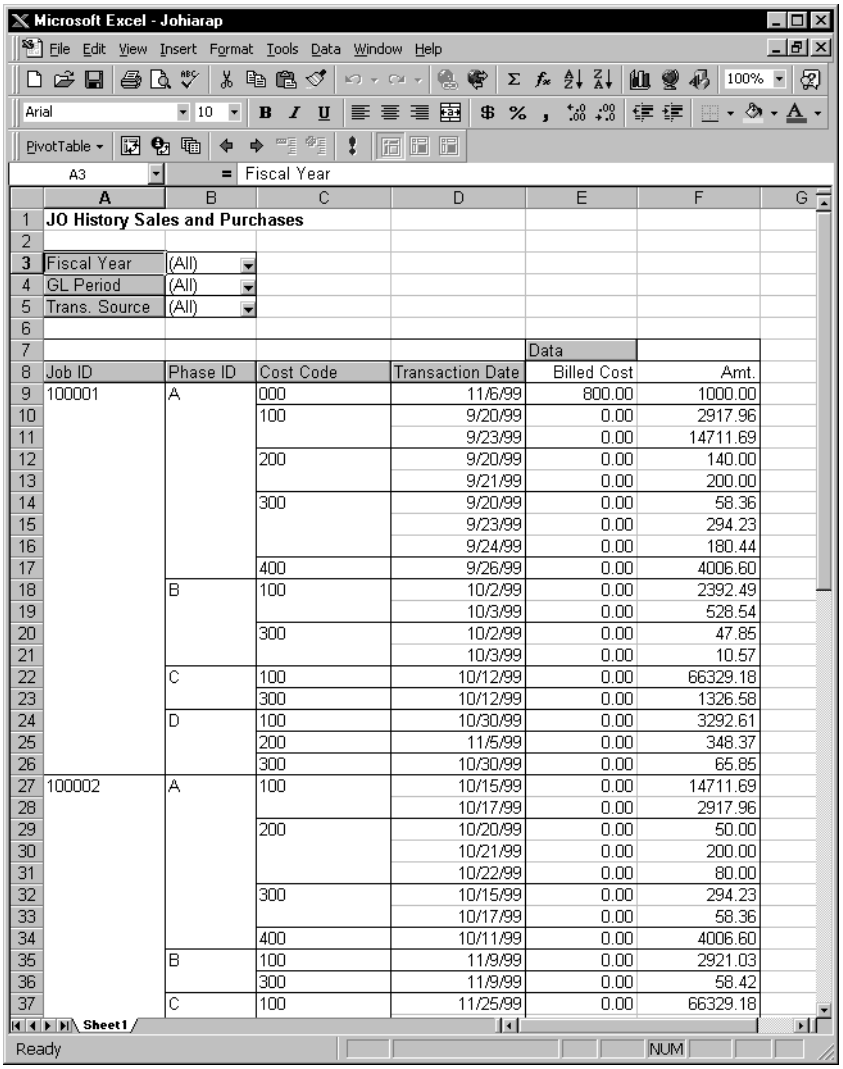
The JO History Sales and Purchases PivotTable uses the data in the Job Cost Detail History (JOHIx) file to display detailed sales and purchases transactions posted to Job Cost from the Accounts Payable, Accounts Receivable, Sales Order and Purchase Order applications and from Job Cost transactions.

The data is sorted by Job ID, Phase ID, Cost Code and Transaction Date, but you can easily change the sort order, or include the Fiscal Year, GL Period or Transaction Source in the sort.

Active Fields

Default Field Type	Field
Page	Fiscal Year GL Period Transaction Source
Row	Job ID Phase ID Cost Code Transaction Date
Column	Billed Cost Amount

JO History Sales and Purchases PivotTable Sample



Microsoft Excel - Johiarap

File Edit View Insert Format Tools Data Window Help

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PivotTable

A3 = Fiscal Year

	A	B	C	D	E	F	G
1	**JO History Sales and Purchases**						
2							
3	Fiscal Year	(All)					
4	GL Period	(All)					
5	Trans. Source	(All)					
6							
7					Data		
8	Job ID	Phase ID	Cost Code	Transaction Date	Billed Cost	Amt.	
9	100001	A	000	11/6/99	800.00	1000.00	
10			100	9/20/99	0.00	2917.96	
11				9/23/99	0.00	14711.69	
12			200	9/20/99	0.00	140.00	
13				9/21/99	0.00	200.00	
14			300	9/20/99	0.00	58.36	
15				9/23/99	0.00	294.23	
16				9/24/99	0.00	180.44	
17			400	9/26/99	0.00	4006.60	
18		B	100	10/2/99	0.00	2392.49	
19				10/3/99	0.00	528.54	
20			300	10/2/99	0.00	47.85	
21				10/3/99	0.00	10.57	
22		C	100	10/12/99	0.00	66329.18	
23			300	10/12/99	0.00	1326.58	
24		D	100	10/30/99	0.00	3292.61	
25			200	11/5/99	0.00	348.37	
26			300	10/30/99	0.00	65.85	
27	100002	A	100	10/15/99	0.00	14711.69	
28				10/17/99	0.00	2917.96	
29			200	10/20/99	0.00	50.00	
30				10/21/99	0.00	200.00	
31				10/22/99	0.00	80.00	
32			300	10/15/99	0.00	294.23	
33				10/17/99	0.00	58.36	
34			400	10/11/99	0.00	4006.60	
35		B	100	11/9/99	0.00	2921.03	
36			300	11/9/99	0.00	58.42	
37		C	100	11/25/99	0.00	66329.18	

Sheet1

Ready NUM

JO History Payroll

File Name

JOHIPA.XLS

Description

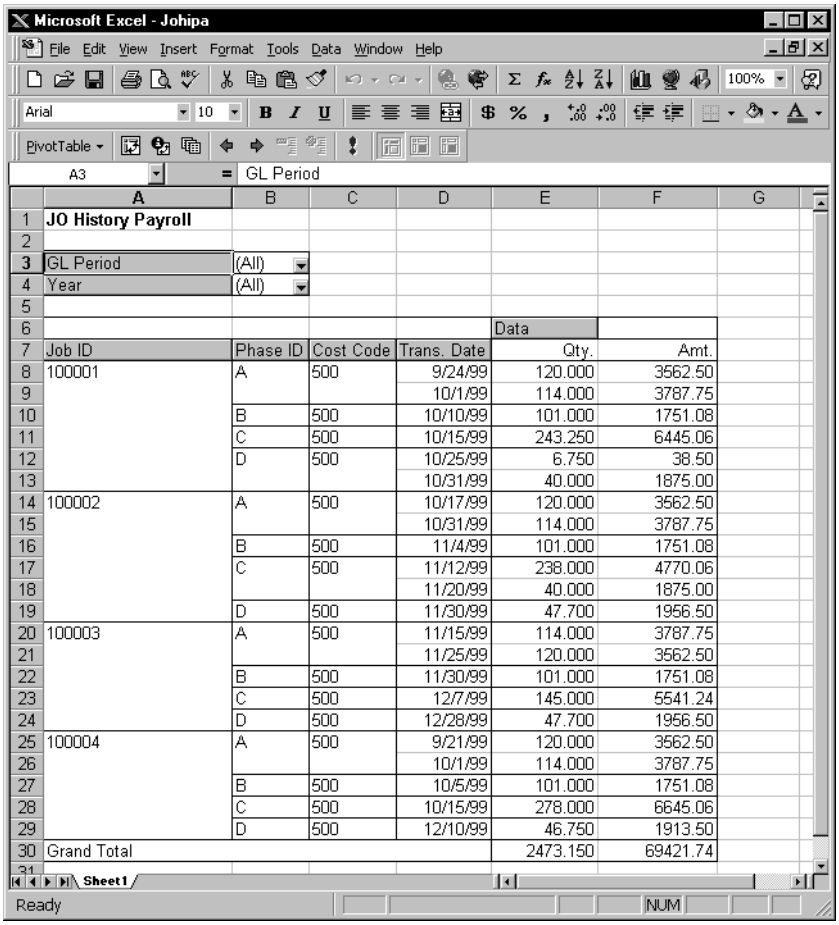
The JO History Payroll PivotTable uses the data in the Job Cost Detail History (JOHIx) file to display detailed labor cost and quantity transactions posted to Job Cost from the Payroll application and from Job Cost transactions.

The data is sorted by Job ID, Phase ID, Cost Code and Transaction Date, but you can easily change the sort order, or include the Fiscal Year or GL Period in the sort.

Active Fields

Default Field Type	Field
Page	GL Period Fiscal Year
Row	Job ID Phase ID Cost Code Transaction Date
Column	Quantity Amount

JO History Payroll PivotTable Sample



	A	B	C	D	E	F	G
1	**JO History Payroll**						
2							
3	GL Period	(All)					
4	Year	(All)					
5							
6					Data		
7	Job ID	Phase ID	Cost Code	Trans. Date	Qty.	Amt.	
8	100001	A	500	9/24/99	120.000	3562.50	
9				10/1/99	114.000	3787.75	
10		B	500	10/10/99	101.000	1751.08	
11		C	500	10/15/99	243.250	6445.06	
12		D	500	10/25/99	6.750	38.50	
13				10/31/99	40.000	1875.00	
14	100002	A	500	10/17/99	120.000	3562.50	
15				10/31/99	114.000	3787.75	
16		B	500	11/4/99	101.000	1751.08	
17		C	500	11/12/99	238.000	4770.06	
18				11/20/99	40.000	1875.00	
19		D	500	11/30/99	47.700	1956.50	
20	100003	A	500	11/15/99	114.000	3787.75	
21				11/25/99	120.000	3562.50	
22		B	500	11/30/99	101.000	1751.08	
23		C	500	12/7/99	145.000	5541.24	
24		D	500	12/28/99	47.700	1956.50	
25	100004	A	500	9/21/99	120.000	3562.50	
26				10/1/99	114.000	3787.75	
27		B	500	10/5/99	101.000	1751.08	
28		C	500	10/15/99	278.000	6645.06	
29		D	500	12/10/99	46.750	1913.50	
30	Grand Total				2473.150	69421.74	

Job Cost Jobs Analysis

File Name

JOJOBS.XLS

Description

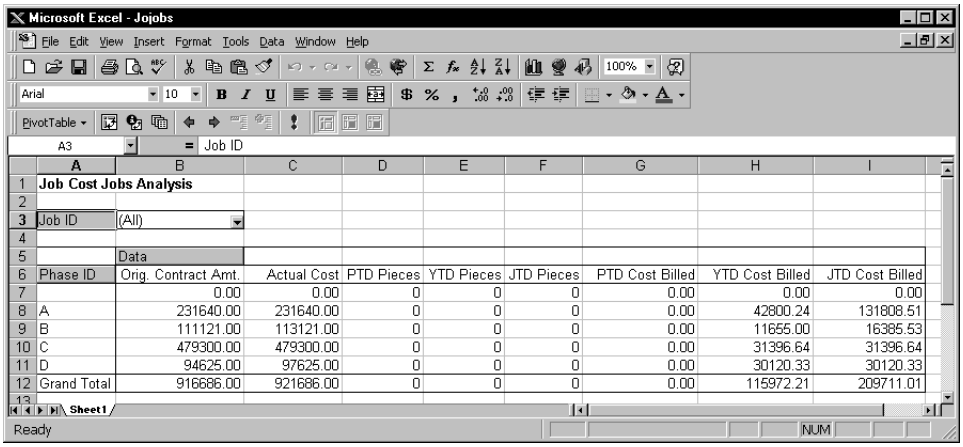
The Job Cost Jobs Analysis PivotTable uses the data in the Job Cost Master (JOBSx) file to display summarized period-, year- and job-to-date piecework and billed cost information for the jobs you choose.

The report is sorted by Phase ID, but you can easily change the order of the sort, or add the Job ID to the sort.

Active Fields

Default Field Type	Field
Page	Job ID
Row	Phase ID
Column	Original Contract Amount Actual Cost Period-, Year- and Job-to-Date Pieces Period-, Year- and Job-to-Date Cost Billed

Job Cost Jobs Analysis PivotTable Sample


Microsoft Excel - Jojobs
File Edit View Insert Format Tools Data Window Help
Arial 10
PivotTable
A3 = Job ID
Job Cost Jobs Analysis
Job ID (All)
Data
Phase ID | Orig. Contract Amt. | Actual Cost | PTD Pieces | YTD Pieces | JTD Pieces | PTD Cost Billed | YTD Cost Billed | JTD Cost Billed
0.00 | 0.00 | 0 | 0 | 0 | 0.00 | 0.00 | 0.00
A | 231640.00 | 231640.00 | 0 | 0 | 0 | 0.00 | 42800.24 | 131808.51
B | 111121.00 | 113121.00 | 0 | 0 | 0 | 0.00 | 11655.00 | 16385.53
C | 479300.00 | 479300.00 | 0 | 0 | 0 | 0.00 | 31396.64 | 31396.64
D | 94625.00 | 97625.00 | 0 | 0 | 0 | 0.00 | 30120.33 | 30120.33
Grand Total | 916686.00 | 921686.00 | 0 | 0 | 0 | 0.00 | 115972.21 | 209711.01
Sheet1
Ready
NUM

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